

Listings Direct Data Validation Steps

YOU'RE ALMOST READY FOR AN AUTOMATED LISTING FEED WITH LISTINGS DIRECT!

For Data Validation, please refer to the email you received with login information for the dash non-production testing. Additionally, you can follow the video guide linked [here](#) and then proceed with following the steps outlined below:

01 Review the listings within the dash testing site that have been transmitted by Listings Direct from the MLS.

To see listings created by or last updated by Listings Direct, click **Column Options** on the right to choose **Last Updated** and **Created By** filters then click the right arrow > to add it to the selected column and click **Save**.

You may also export the listings in excel after you customize columns by clicking the **Export** button and selecting **My Selected Columns** to filter and view there instead.

02 Select a few of the listings created or updated by Listings Direct to check the accuracy of the data.

When reviewing listing data, check that all listing details were imported correctly from the MLS and mapped to the appropriate field within dash.

There are a few things to note:

- Pick a few listings from each property type for testing to confirm the different data fields are mapped correctly.
- If a field shows no value, that indicates either your MLS is not sending the data or we have not mapped the particular field. You may contact the help desk if you would like to request new field mapping or existing mapping adjustments.
- During testing, the syncing of data will not be continuous. Instead, it will be a one-time pull of sample listings for data validation.
- Currently, additional features/amenities fields are not mapped.
- Majority of MLSs do not include the expiration date in the feed since it's not mandatory for display on IDX website. Dash will populate the date as January 1, 2032 by default. This will not impact the ability to update a listing as expired. When the listing is expired in the MLS, the status will be accurately displayed as expired in dash.
- Media downloads including images are not available during the onboarding phase but will transmit from the MLS once you've transitioned into the production phase.

03 After completing your review of the data in the non-production testing site, use the dOT to approve or request changes.

Access the dOT dashboard, click your company name and select **Review** to view the details of your onboarding process. Scroll down for the action buttons described below.

- **To inform the Listing Direct Support Team of any issues** you have identified during your review: Click **Request Change**, select a reason from the drop down and then add your comments or questions in the Remarks box.
 - When citing a specific issue, include the listing number for reference.
 - Click **Submit** when done. You will receive an email from the Listings Direct team when the request has been addressed.
- **When ready to move to production**, click the **Approve** button, then select your **Go Live Date**. Click **Submit** when done.

LIVE On your Go-Live Date you will **receive an email to confirm** your listing automation feed is live!

